

~~S-E-C-R-E-T~~

12 December 1957

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MEMORANDUM FOR: Director of Training

FROM : Acting Chief, Plans and Staff

SUBJECT : Weekly Activities Report

A. COMPLETED PROJECTS

1. Comments to SPA-DD/S

Reviewed and submitted comments to SPA-DD/S concerning Draft Annex H, War Planning Areas, to Global War Plan.

Comments have also been submitted regarding the Preliminary Estimates for FY 1960 submitted by SE Division and TSS.

2. War Plans Course

AC/PPS made a presentation at the War Plans Course on the subject of Training Support under wartime conditions.

B. PROJECTS IN PROCESS

1. Revision of Administrative Procedures Course

At the request of C/IS, coordination on the revision of the Administrative Procedures Course and Clerical Orientation Course is being continued. C/IS will present revised course content to the DTR for approval.

2. Training Requirements for FY 59

The annual report from all Agency components establishing estimated training requirements for FY 1959 has been discussed with DR/TR. Requests this year will be limited to external training requirements only.

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3. Presentation to AFSC

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In accordance with a request from [redacted], PPC, arrangements were initiated for transportation [redacted] to Norfolk on Sunday, 12 January and returning the following day. Present plans call for two members of PPC and two representatives of OTR, accompanied by four members of the Office of Special Warfare, Department of the Army, to visit the Armed Forces Staff College as a team. [redacted] will make the morning presentation. During the afternoon seminar sessions, four panels, consisting of a member of OSW and CIA, will rotate among the seminars to answer students' questions.

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4. [redacted]

Discussions are in progress with representatives of the EE Division to take over the full responsibility of Project [redacted]

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5. Briefing for Members of the Foreign Service Inspection Corps, Department of State

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Staff coordination was initiated to arrange a briefing for members of the Foreign Service Inspection Corps, Department of State, on 23 January 1958. Action officer for this project will be [redacted] of the Operations School.

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C. MEETINGS ATTENDED

1. DD/S Planning Committee

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At the request of [redacted] members of the DD/S offices met to consider the number of individuals required at [redacted] during periods of emergency. It was determined that OTR requirements would remain unchanged.

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